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Job details

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Bulletin Number	16776BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Sheriff
Position Title	DIRECTOR, BUREAU OPERATIONS, SHERIFF
Additional Title	APPLICATIONS MUST BE FILED ONLINE ONLY - APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED
Exam Number	J0997I
Filing Type	Standard
Filing Start Date	06/05/2013
Filing End Date	06/25/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	\$9,584.44
Salary Maximum	\$14,506.82
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Position/Program Information	Positions allocable to this class direct the operations of a primarily civilian bureau of the Sheriff's Department.
Essential Job Functions	<p>Plans, organizes, directs and evaluates a major unit of a bureau operation in the Sheriff's Department through subordinate supervisors.</p> <p>Directs the development and implementation of management controls and reviews systems for managing bureau operations effectively.</p> <p>Directs and coordinates the preparation, administration, and control of a bureau budget including the review and analysis of budget requests, and preparing and revising recommendations in accordance with bureau priorities and other considerations or independently prepares a major element of a bureau budget.</p> <p>Directs the analysis of existing departmental policies, programs, systems and procedures as they relate to personnel, financial, information systems, fleet maintenance, or facility management and maintenance issues within the Department.</p> <p>Directs bureau emergency operations involving the Sheriff's Department including special response efforts during fires, floods, earthquakes or civil disturbances and direct a major element of a bureau response effort as required.</p>

Requirements**SELECTION REQUIREMENTS:**

OPTION I: A Bachelor's degree* from an accredited** college or university with a specialization in Business Administration, Public Administration, Accounting, Data Systems, Management or related field **and two years** of paid highly responsible management experience in one or more such field **at the level of** Los Angeles County's class of Administrative Services Manager III*** or higher in the service of the County of Los Angeles.

OPTION II: Five years of paid experience in a highly responsible staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel in personnel administration, financial management, records and statistics, communications or fleet management, data systems, facilities planning or facilities management; **one year** of which must have been **at the level of** Los Angeles County's class of Assistant Director, Bureau Operations, Sheriff in the service of the County of Los Angeles **or two years** of which must have been **at the level of** Los Angeles County's class of Administrative Services Manager III***, Fiscal Officer, II**** or higher in the service of the County of Los Angeles.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*In order to receive credit for the required degree, you must include a legible **copy** of the official degree, official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application **BY THE LAST DAY OF FILING.**

*** In County service, experience at the level of Administrative Services Manager III is defined as being responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finances, contracts and other closely related administrative functional areas.

**** In County service, experience at the level of Fiscal Officer II is defined as directing the work of a large staff (more than 55) (A) in the operation of a large to very large scale complex accounting program through a subordinate accounting officer or accountant functioning at a responsible level and (B) in the work of a large group of related activities; and (C) in addition, has major substantive non-accounting financial or budgetary responsibility in a department or institution having an annual budget of over \$50,000,000.

VERIFICATION OF EXPERIENCE (VOE): Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level or different classification will be accepted. VOE claimed will be verified and evaluated to determine if the type, level, or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Credit will be given for VOE to meet selection requirements only.

INFORMATION FOR OTHER COUNTY DEPARTMENT

EMPLOYEES CLAIMING VOE: Applicants claiming such experience in County service must present written proof of this experience in a Verification of Experience Letter (VOEL) signed by their department's Human Resources Manager or authorized representative. The signed VOEL must be submitted to the Sheriff's Department's Professional Exams Unit no later than **5:00 p.m. on July 10, 2013.**

INFORMATION FOR SHERIFF'S DEPARTMENT

EMPLOYEES CLAIMING VOE: Sheriff's Department applicants claiming such experience in County service must complete the Verification of Experience (VOE) form accessible on Personnel Administration's Intranet web page at:

<http://intranet/intranet/Sites/personnel/Classification/Forms.asp>.

This VOE form must be signed by their immediate supervisor and Division Chief, and submitted, along with Performance Evaluation(s) for the period claimed, to the Professional Exams Unit for review and approval no later than **5:00 p.m. on July 10, 2013.** All VOE that was not previously approved will be verified and evaluated by the Classifications Unit to determine whether the type, level, and quantity of experience are qualifying. Credit will be given for VOE to meet the selection requirements only.

Accreditation Information

****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of an Appraisal of Promotability weighted 100%. The Appraisal of Promotability will evaluate management ability, personnel management ability, leadership, communication, decisiveness, professionalism and personal impact, and departmental perspective.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

Special Information

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies throughout the Los Angeles County Sheriff's Department.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift Day

Job Opportunity Information **Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.**

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six(6) months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY - APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

All applicants are required to submit a Standard County of Los Angeles Employment application **ONLINE**. Resumes cannot be accepted in lieu of applications, although resumes and supporting documents may be uploaded as attachments to the online application.

Fill out your application and Job Specific Questionnaire (if applicable) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

INSTRUCTIONS FOR FILING ONLINE:

To apply for this examination, click on the button above or below this bulletin that reads, "**Apply to Job**" so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application and Job Specific Questionnaire (if applicable) by 5:00 pm, PST, on the last day of filing.

NOTE: Candidates who apply online must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (323) 415-2580 within **five (5)** days of filing online, or by the last day of filing, **WHICHEVER COMES FIRST**. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit, at (323) 526-5611, TTY (323) 260-5291 OR (323) 267-6669.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e.

000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Professional Exams Unit

Department Contact Phone

(323) 526-5611

Department Contact Email

www.lasd.org

ADA Coordinator

Phone (323) 526-5671

Teletype Phone (323) 260-5291

**California Relay
Services Phone** (800) 735-2922

**Alternate TTY
Phone** (323) 267-6669

Job Field Executive

Job Type Officials and Administrators

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